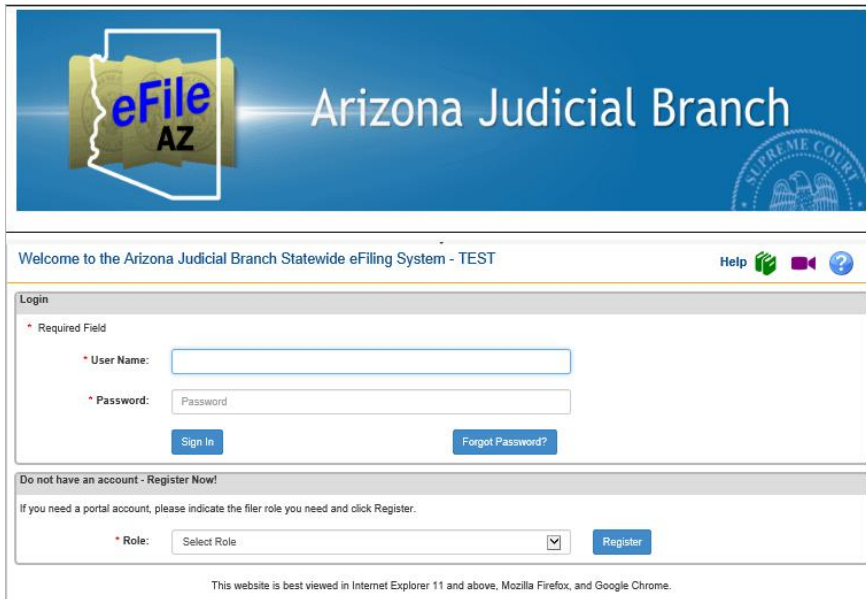


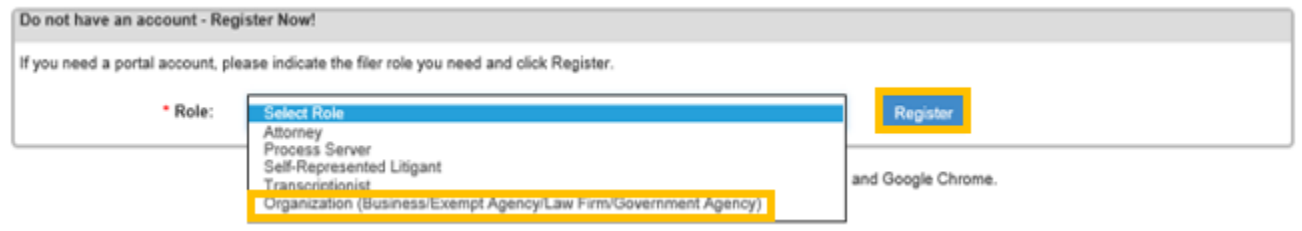
How to Register as a Law Firm in eFileAZ

1. Access the website <https://efile.azcourts.gov>.



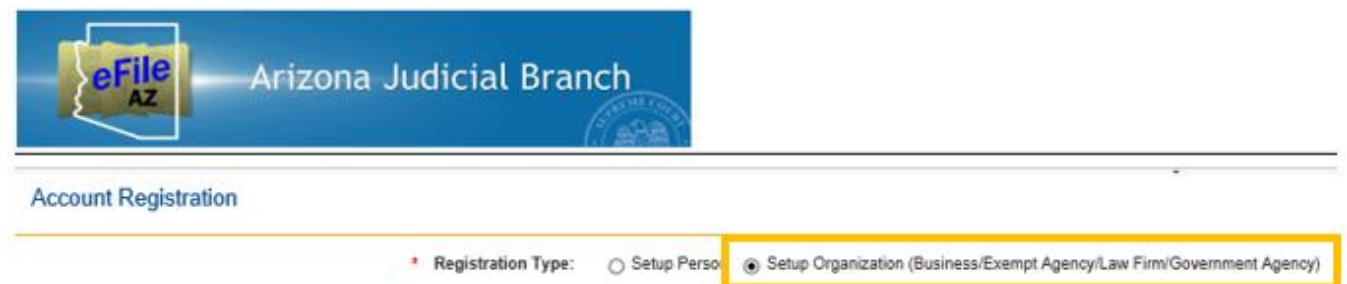
The screenshot shows the homepage of the Arizona Judicial Branch eFiling System. At the top is a blue banner with the 'eFile AZ' logo and the text 'Arizona Judicial Branch'. Below the banner is a navigation bar with 'Welcome to the Arizona Judicial Branch Statewide eFiling System - TEST' and links for 'Help', a video icon, and a question mark icon. The main content area has a 'Login' section with fields for 'User Name' and 'Password', and buttons for 'Sign In' and 'Forgot Password?'. Below the login section is a 'Do not have an account - Register Now!' section with a message: 'If you need a portal account, please indicate the filer role you need and click Register.' It includes a 'Role' dropdown menu and a 'Register' button. At the bottom, a note states: 'This website is best viewed in Internet Explorer 11 and above, Mozilla Firefox, and Google Chrome.'

2. In the 'Register Now' section, select the role *Organization* from the drop-down menu and then click *Register*.



This screenshot shows the 'Do not have an account - Register Now!' section. The 'Role' dropdown menu is open, displaying a list of roles: 'Select Role', 'Attorney', 'Process Server', 'Self-Represented Litigant', 'Transcriptionist', and 'Organization (Business/Exempt Agency/Law Firm/Government Agency)'. The 'Organization' option is highlighted. A 'Register' button is visible to the right of the dropdown menu. The same note about browser compatibility is visible at the bottom.

3. Select *Setup Organization* from the top of the 'Account Registration' screen.



The screenshot shows the 'Account Registration' screen. It features the 'eFile AZ' logo and 'Arizona Judicial Branch' header. Below the header, the 'Registration Type' section has two radio buttons: 'Setup Person' and 'Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)'. The 'Setup Organization' option is selected and highlighted with a yellow box.

4. Enter the information in the 'Organization Information' fields. Select *Law Firms* from the 'Type' drop-down. Fields marked with an asterisk are required.

Registration Type: ☐ Setup Person ☒ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* Organization Name:

* Primary Email:

Alternate Email1/Email2: Alternate Email2:

* Address 1/2: Address 2:

* Country/City: UNITED STATES City:

* State/ Zip Code: Select State Zip Code:

Phone # (Format ###-###-####): Extension:

[Copy Contact Information to Administrator](#)

5. Select *Firm Administrator* from the 'Role' drop-down in the 'Administrator' section.

Administrator

* Role:

ID State/Number:

6. Enter the Firm Administrator's information and click [Register](#).

*Be sure to remember the security question and answer as this will be used to activate your account along with your user name and password to access your account.

* Password:

* Re-type Password:

* Security Question:

* Security Answer:

* First: Middle: * Last: Suffix:

Name:

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:


* Country/City:


* State/ Zip Code:

Phone # (Format ###-###-####): Extension:

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided. [Register](#)

7. After clicking [Register](#), an email from noreplydevqa@courts.az.gov will be sent to the firm administrator's email address. Select the hyperlink in the body of the email to activate the account.

 noreplydevqa@courts.az.gov
Your Account For Arizona Judicial Branch Statewide eFiling System is ready for Activation

To: 


Dear Arizona Attorney :

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at <mailto:pasupport@courts.az.gov>

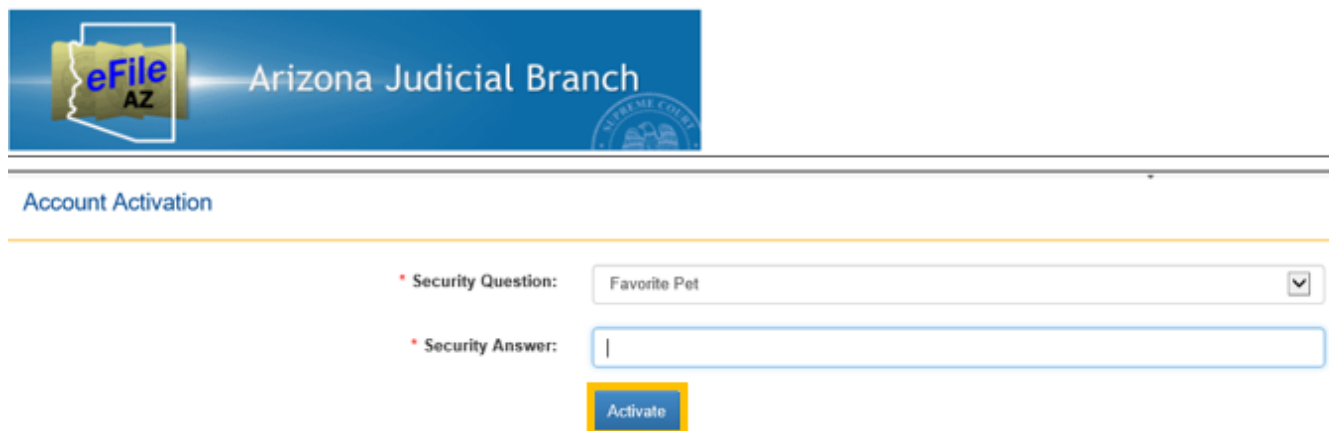
Information provided at the time of registration for electronic filing with the Arizona Judicial Branch Statewide eFiling System is verified and your account is ready for activation. To Activate your account click on activation link below

<https://efile.azcourts.gov/Security/views/ActivateUser.aspx?activationid=1a7a2d00-c8fe-43a0-9d66-c5c3d8be97bd>

Your Account Details are as follows:

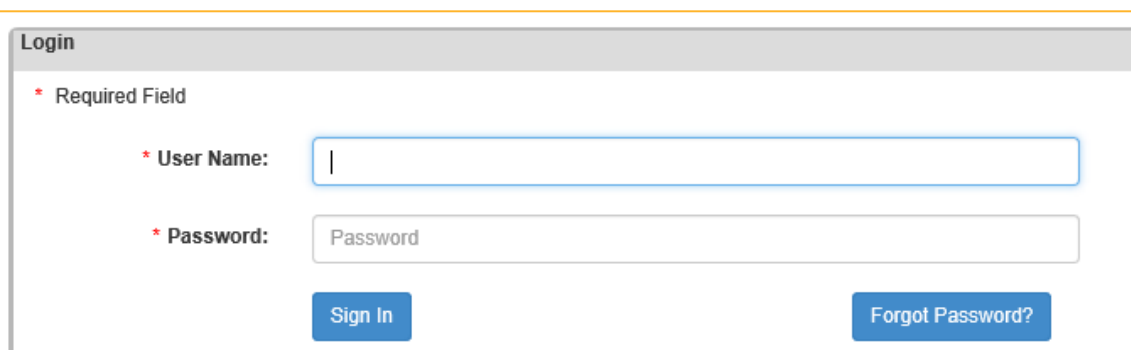
Name: Arizona Attorney
User Name: arizonaattorney
ERN: 9354
Role: Attorney
Email Address: 

8. Under 'Account Activation', enter the answer to the security question selected during registration and click [Activate](#).



The screenshot shows the 'Account Activation' page for the Arizona Judicial Branch eFileAZ system. At the top is a blue header with the 'eFile AZ' logo and the text 'Arizona Judicial Branch'. Below the header, the page title 'Account Activation' is displayed. The form contains two required fields: 'Security Question' with a dropdown menu showing 'Favorite Pet', and 'Security Answer' with an empty text input field. Below these fields is a blue 'Activate' button, which is highlighted with a yellow border in the image.

9. Enter the username and password created for the account to log in.



The screenshot shows the 'Login' page. It has a grey header with the word 'Login'. Below the header, there is a section titled '* Required Field'. This section contains two required fields: '* User Name:' with an empty text input field, and '* Password:' with a text input field containing the placeholder text 'Password'. At the bottom of the form are two blue buttons: 'Sign In' and 'Forgot Password?'.

For additional training information, please visit <https://www.azcourts.gov/efilinginformation/Training>

For further assistance, please contact AOC Support at 602-452-3900 or pasupport@courts.az.gov.